

**Resolution Amending The
Smoking Policy for Town Employees
Within Town-Owned Facilities**

1.0 Purpose

To respond to the increasing evidence that tobacco smoke creates a danger to the health of persons who are present in a smoke-filled environment and to establish Town policy to regulate the use of smoking materials by Town employees while on duty. Every attempt will be made to obtain to the greatest extent possible, freedom for the nonsmoker from the harmful effects of smoking materials, while preserving a reasonable degree of freedom for those who choose to smoke.

2.0 Statement of Policy

Smoking will be restricted to designated areas as established by the Board of Selectmen. The following areas have been so designated provided that the resulting smoke does not affect nonsmoking employees or the public:

A. Municipal/Public Safety Building:

Smoking shall be prohibited in the Municipal/Public Safety Building. Smoking shall be prohibited within 50 feet of the building.

B. Public Works Garage:

Smoking shall be prohibited.

C. Transfer Station:

Smoking shall be prohibited.

D. Friendship Street Community Center:

Smoking shall be prohibited on the entire campus.

E. Vehicles:

Smoking shall be prohibited in all ambulances and police cars. No smoking in other town vehicles when a nonsmoker is present.

Areas designated for smoking may change from time to time to meet the needs of the Town and desires of its employees and the public. In the event there is a conflict about the

establishment of a smoking area, the right of the nonsmokers to breathe clean air free from harmful smoke shall supersede the right to smoke.

Signs prohibiting smoking shall be conspicuously posted in every facility and major work area where smoking is prohibited. Ashtrays will not be kept in nonsmoking areas. Ashtrays will be made available in the designated smoking areas and are to remain in the designated areas at all times.

Smoke breaks are to be confined to the affected employees lunch period or rest break.

3.0 Definitions:

- A. "Smoke" or "smoking" as used in this policy shall mean and include the smoking or carrying of any kind of lighted pipe, cigar, or cigarette.

4.0 Procedure:

The effectiveness of this policy shall depend largely on the understanding and willingness of all employees to abide by its provisions and to request others to do so. Smokers must consider the health concerns and comforts of their nonsmoking co-workers and nonsmokers must consider the freedom of choice of the smoker. It shall be the responsibility of each employee to abide by the rules and regulations contained in this policy, and it shall be the responsibility of the affected Department Head to see that the policy is applied in an equitable manner and adhered to by all employees.

Complaints of violation of the policy should be directed to the Department Head responsible for the particular work area or facility involved in the complaint. The Department Head shall be responsible for notifying the violator of the pertinent portions of this policy. Failure to comply with the policy after proper notification shall initiate the Town's progressive discipline procedures.

Effective Date: January 1, 1994

Revision History: January 1, 1994
July 1, 1985
July 1, 1984
May 11, 2004

APPROVAL: May 11, 2004